



## **Division Guideline # 46**

**Date:**           **June 22, 2015**

**Title:**           **Sign-In/Sign-Out Policy**

**Application:**   **All employees of the Department of Mental Health, Division of Developmental Disabilities Regional Offices**

**Purpose:** To define the procedure to communicate where an employee can be located during regular working hours.

1. A HIPAA-compliant sign-in and/or sign-out method will be in place, as determined by the Regional Director. Examples of sign-out methods would include but are not limited to: Outlook Calendar, sign-out forms in the reception or team area, sign-out board, etc.
2. It is the responsibility of the employee to sign-in and/or sign-out.
3. Signing out includes the destination, time of departure, approximate time of return, and how to be contacted in case of an emergency.
4. Absences from work due to personal appointments, vacations, and sick leave must be recorded on the sign-out calendar/log.
5. When an employee is absent, it is the supervisor's responsibility to complete the sign-out calendar/log.

*This guideline will be reviewed and updated annually, if needed.*